

Staffing Administrator
1 – Permanent Position
Employee Services
Schedule II, Level 6
(Non-Union - 12 Month)
\$76,718 - \$92,072

The Toronto District School Board adheres to equitable hiring, employment and promotion practices

Reporting to a Staffing Officer, the Staffing Administrator will be responsible for providing and communicating Employee Services to either a region of schools, or a central department. These positions are the primary contacts for staffing information, salary administration, interpretation and application of Collective Agreements, employee and performance counselling, administration of leaves of absence and vacation entitlements. These positions also support the Staffing Officers and the management team in policy and procedural development and in supporting the grievance process.

Summary of Duties:

- Provide advice and guidance to Principals and Managers regarding the policies and procedures relating to the recruitment and selection process for permanent, temporary and contract staff in preparation for job advertisements and cyclical staffing processes;
- Participate on selection committees;
- Assist Principals and Managers in the development of selection criteria, interview questions, evaluation of applicants, co-ordination of reference checks and completion of competition files;
- Administer and maintain various staffing pools for replacement staff, including tracking of entitlements;
- Provide advice and guidance to employees and Principals/Managers regarding the interpretation and application of Employee Services policies and procedures, Collective Agreements, career development, performance issues, termination process and attendance matters;
- Assist Principals and Managers on performance and discipline-related matters regarding employees;
- Supervise clerical/administrative support staff;
- Manage maintenance of accurate and comprehensive records for all permanent, temporary and casual employees for designated unit as assigned;
- Administer salary placements and employee entitlements (e.g. sick leave, vacation);
- Research previous decisions and prepare statistical analyses for grievance/arbitration, and the staffing processes;
- Support grievance process as required;
- Maintain establishment data base on all approved positions and incumbents; and
- Other duties as assigned.

Qualifications:

- Three year community college diploma in human resources administration or related field with three years progressively responsible related experience, or an equivalent combination of education and experience;
- Experience administering human resources procedures in a large organization;
- Experience interpreting and administering collective agreement provisions;
- Experience administering staffing provisions;
- Proven supervisory experience;
- Computer skills that include word-processing, spreadsheets, databases, e-mail, Internet and employee information systems;
- Proven ability to communicate effectively (both orally and in writing) with staff, and internal/external organizations;
- Excellent client service orientation;
- Strong analytical/interpretative and problem-solving skills;
- Strong project management skills and time management skills;
- Proven ability to organize and co-ordinate a diverse number of projects;
- Demonstrated ability to handle matters requiring high levels of diplomacy, sensitivity and confidentiality;
- Knowledge and understanding of Board and/or departmental policies and procedures, collective agreements, employment/labour legislation, etc.; and
- Proven ability to work under pressure in order to meet frequent deadlines.

Work Year: 12 months

Location: 5050 Yonge Street

Hours: 35 hours per week

Please note:

Applications **must** be submitted:

1. In résumé form with a covering letter to: application.submission@tdsb.on.ca
2. With competition # **SCH II- 22-0259NE** in the subject line
3. Apply no later than 12:00 noon on **October 6, 2022**.

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.